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DD/S

55-3283

9 DEC 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Reports Management

REFERENCE: Memorandum dated 9 September 1955 from
Acting Deputy Director (Support),
subject same as above

1. In compliance with referenced memorandum, this Office conducted an inventory of reports prepared or required by the Office of Logistics.

2. A preliminary evaluation of the inventory of inter-Office reports was made in conjunction with the Management Staff, and this Office has initiated a Staff and Division review of intra-Office reporting requirements. The inter-Office and inter-Agency inventory was forwarded to the Management Staff for study by the Reports Review Panel.

3. This Office recommended to the DD/S Reports Management Officer that inter-Office reports control symbols be centrally assigned within the DD/S area.



Acting Director of Logistics

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